

25X1

Dist.:

Orig. & cy - addressees

Cy #3 -

Cy #4 -

Cy #5 - Ops subj.

Cy #6 - Admin chrono

Cy #7 - Ops chrono

Box 6 of 7

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9 April 1956

MEMORANDUM FOR: COLONEL RUSSELL A. MERC
AFCSS-70, Headquarters USAF

SUBJECT : Recommended Procedures for Securing AWS Instrumentation

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1. Time limitations have prevented the issuance of adequate instructions to [] of the channels which I believe he should follow in securing meteorological instruments. He has secured the first two packages through his own resources with minimum assistance. It now appears appropriate to establish firm procedures by which [] will secure all further instruments or equipment. I suggest the following:

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a. [] should state his requirements to the Director of Material of Project Headquarters. Requirements should include quantity, nomenclature, Air Force Stock List No. (if available), point of delivery, and date delivery required.

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b. These requirements will be reviewed by Project Material personnel and those which are compatible with the established program will be secured by Material people in their established manner.

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c. Project Material will notify the Project Contracting Officer of the amount of reimbursement required for Air Force items and the Air Force component through which reimbursement should be handled.

d. The Project Finance Officer will arrange for payment upon notification by the Contracting Officer.

2. If you approve of these procedures you are requested to issue appropriate instructions to the Air Weather Service.

SP

JACK A. GIBBS
Colonel, USAF

RJS/asm

Coordination:

SIGNED

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[]
Lt. Col. []
Asst. Director of Material

Contracting Officer

Signed